



**CABINET FOR HEALTH AND FAMILY SERVICES
KENTUCKY COMMISSION ON COMMUNITY VOLUNTEERISM AND SERVICE**

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Request for Proposals
AmeriCorps State Competitive Grant Applications
Federal Fiscal Year 2018



Release Date:	October 2, 2017
Amended Date:	October 24, 2017
Application Due Date:	November 14, 2017

OVERVIEW

State Entity:	Kentucky Commission on Community Volunteerism and Service
Federal Agency:	Corporation for National and Community Service
Federal Funding Opportunity:	2018 AmeriCorps State Grants
Announcement Type:	Request for Proposals
CFDA Number:	94.006

Kentucky Commission on Community Volunteerism and Service

The Kentucky Commission on Community Volunteerism and Service (KCCVS) advances national service, volunteerism and civic engagement to improve lives; expands opportunity to meet the local critical needs of residents of Kentucky; and strengthens community capacity while creating healthy and resilient communities.

KCCVS exists to fulfill a federal mandate requiring states to establish a service commission in order to receive funding through the Corporation for National and Community Service (CNCS). The Commission is a statewide, bipartisan group comprised of up to 25 members, appointed by the governor, with diverse service and volunteerism backgrounds. The KCCVS was created in 1994 to serve as a conduit for federal funds that support AmeriCorps programs in the commonwealth, encourage and recognize volunteerism and assist in service program development. The KCCVS funding is provided by the CNCS and the Kentucky General Assembly. The Cabinet for Health and Family Services is the parent agency for the Commission, providing administrative support and oversight. KCCVS's legal authority to award AmeriCorps subgrants is found in the Kentucky Revised Statutes (KRS 194A.578).

Corporation for National and Community Service

The mission of the Corporation for National and Community Service (CNCS) is to improve lives, strengthen communities, and foster civic participation through service and volunteering. Through AmeriCorps, Senior Corps, and the Volunteer Generation Fund, CNCS has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

Purpose of AmeriCorps Funding

AmeriCorps grants are awarded to eligible organizations proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions/practices to strengthen communities. An AmeriCorps member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members earn a Segal AmeriCorps Education Award from the National Service Trust that members can use to pay for higher education expenses or apply to qualified student loans.

APPLICATION INSTRUCTIONS

General Information

Applicants are required to complete applications for funding in accordance with the *2018 AmeriCorps State Notice of Funding Opportunity (NOFO)*, *Mandatory Supplemental Guidance (MSG)* and *2018 AmeriCorps Application Instructions*. These and other resources are located on the [KCCVS website](#) and the [CNCS website](#).

Note: Please keep in mind, the dates referenced in the NOFO materials are for National Directs (programs operating in multiple states) and State Commissions. At no time during the State Competitive competition should single state applicants contact CNCS.

Application Deadline

All application materials and supplemental documents must be completed and submitted to AmeriCorps@ky.gov by 5 p.m. (EST) on **November 14, 2017**.

Note: DO NOT send supplemental documents directly to the CNCS inbox referenced in the NOFO; the inbox in the NOFO is for State Commission use only.

Creating Your Application

Due to potential changes in the CNCS web-based grants management system, KCCVS is **first** soliciting applications through email. Applicants invited to the clarification and revision period will eventually be asked to transfer information into [eGrants](#), the current CNCS web-based grants management system.

To create an application, use the application templates found on the [KCCVS website](#).

New/Recompete Applicant Checklist	
<input type="checkbox"/>	New/Recompete Application
<input type="checkbox"/>	Logic Model Template
<input type="checkbox"/>	New/Recompete Performance Measure Template
<input type="checkbox"/>	Either the Cost-Reimbursement Budget Worksheet <u>or</u> the Fixed Amount Budget Worksheet
<input type="checkbox"/>	Evaluation Plan or Report, if required (Recompete applicants only)
<input type="checkbox"/>	Learning Memo, if required (Recompete applicants only)
<input type="checkbox"/>	Organization Readiness Assessment (New applicants only)
<input type="checkbox"/>	Read (but do not submit) Assurances/Certifications

Continuation Applicant Checklist	
<input type="checkbox"/>	Continuation Application
<input type="checkbox"/>	Continuation Performance Measure Template
<input type="checkbox"/>	Either the Cost-Reimbursement Budget Worksheet <u>or</u> the Fixed Amount Budget Worksheet
<input type="checkbox"/>	Read (but do not submit) Assurances/Certifications
(Logic Model NOT Required During Continuation)	

Requirement for Minimum Number of Member Positions

One Member Service Year (MSY) is equivalent to one 1,700 hour full-time AmeriCorps position. The purpose of this Request for Proposals (RFP) is to solicit grant applications from programs that will be most likely to succeed in the national competition for federal funding from CNCS. As such, **to be considered for competitive funding, CNCS and KCCVS require that grant applications request a minimum of 20 AmeriCorps member positions (slots).**

If your organization is interested in hosting less than 20 members, for example an independent placement AmeriCorps member or a small AmeriCorps team, this is not the appropriate application process. We recommend that you contact an AmeriCorps program in your area or a statewide intermediary to determine if a partnership may be feasible. Refer to the [KCCVS website](#) for the map and listing of programs in your area.

Your organization may be eligible to apply for Formula Grant Funds allocated to the KCCVS; this process begins in the spring of 2018.

If your organization is looking for indirect, capacity-building services, you may be interested in AmeriCorps VISTA opportunities; please refer to the [CNCS website](#).

Important Dates

Kentucky Request for Proposals (RFP) Opens	October 2, 2017
Intent to Apply Due	October 23, 2017
Completed Applications Due	November 14, 2017 by 5 p.m. EST
Staff Review for Compliance	November 15-22, 2017
Grant Review Panel and Program Committee Review	November 27-December 8, 2017
Program Committee Meeting and KCCVS Commission Meeting to Vote on Application Recommendations	December 14, 2017
Notification to Applicants of KCCVS Commission Vote	December 18, 2017
Clarification and Revision Period for Selected Applicants	December 19-January 2, 2018
Revised Applications due in eGrants by 5 p.m.	January 8, 2018
KCCVS to Submit Applications to CNCS	January 16, 2018 by 3 p.m. EST
CNCS Notification of Award Selection	May 15, 2018

Note: The Kentucky Formula RFP will be released in April 2018.

Technical Assistance Webinars

Applicants are encouraged to participate in online technical assistance sessions via Adobe Connect to review application instructions and as an opportunity for applicants to ask questions about the process.

All webinars to be held at 3 p.m. EST; there will be a minimum 24-hour notice of any date or time changes.

October 19, 2017	Kentucky RFP and NOFO Overview webinar	
October 26, 2017	Application Instructions Q&A webinar	Cancelled
January 3, 2018	eGrants Training Q&A Webinar	

Join Online: <https://americorps.adobeconnect.com/tta/>

Join Audio Only: (641) 715-0700

Audio Passcode: 675637#

Book one-on-one technical assistance phone calls at <https://kentuckyamericorps.youcanbook.me/>.

APPLICATION REVIEW PROCESS

Grant Review Panel and Program Committee

Applications will be reviewed by a Grant Review Panel and the Program Committee during November 27-December 8, 2017. The panel is comprised of current and former commissioners, individuals familiar with CNCS National Service programs, and volunteers with federal grant experience. The Program Committee is comprised of KCCVS commissioners who have volunteered to be a part of the process.

All grant reviewers are required to each sign forms certifying (1) that they have no real or perceived conflicts of interest, and (2) that they will not disclose any confidential information about the programs until after the grant review process is completed.

Assessment Criteria

The Grant Review Panel will assess each of the applications based solely on how well the applicant answers the questions and follows the directions included in the NOFO and Application Instructions.

In addition to the feedback provided by the Grant Review Panel, the Program Committee may take other factors into consideration, including governor-identified priorities, state and local needs, focus areas, funding priorities, geography and target populations.

KCCVS Staff Review and Clarification Period

While the Grant Review Panel is reviewing applications, KCCVS staff will also be conducting a technical review of applications. After the Commission has made a decision on the Program Committee's recommendations, KCCVS staff will notify applicants. Once applicants are notified in mid-December, staff will then begin working closely with applicants to finalize their applications based on the review feedback.

QUESTIONS

KCCVS is committed to a fair and open competition for this funding opportunity. Please submit questions about this funding opportunity to AmeriCorps@ky.gov. Questions and responses will be included in a list of Frequently Asked Questions (FAQs) that will be periodically updated on the [KCCVS website](#).